

ADMINISTRATIVE
INTERNAL USE ONLY

OC-M-74-617

31 OCT 1974

MEMORANDUM FOR: Director of Joint Computer Support

SUBJECT : Automation of the OC Records Control Schedule

1. Attached is a proposal for the initial automation of OC-Records Control and Management Systems. As noted in the proposal this is a pilot project within the Administration Directorate which is to be monitored by the Information Systems Analysis Staff for possible application within other DDA components.

2. It is requested that a feasibility study be undertaken and that we be provided with a project proposal for automation of the Records Control Schedule. The feasibility study should be costed to PRISM Project 2240001. Further details and assistance can be obtained through [redacted] OC ADP Systems Administrator, on extension [redacted]

[redacted]
Director of Communications

STATINTL

STAT

STAT

Attachment

Distribution:

- Original & 1 - Addressee w/att
1 - OC Record Copy w/o att
✓ 1 - OC ADP SA File w/att
1 - OC ADP SA Chrono w/o att

STATINTL

OC ADP SA: [redacted] (29 October 1974)

ADMINISTRATIVE
INTERNAL USE ONLY